

## **Circuit Court for Howard County Position Announcement**

**Job Title: Calendar & Information Management Technician**

**Position Type: Regular Part Time**

**Opening Date: August 15, 2008**

**First Review Date: Open Until Filled**

**Grade/Salary Range: Legal Support Services Technician  
Grade G \$17.57 - \$28.36 hourly rate**

**Starting salary commensurate with education and experience, and Court budget restrictions. Up to 32 hours per week. Position includes pro-rated benefits.**

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**The incumbent will report to the Director of Calendar and Caseflow Management.**

### **Essential Functions:**

- Manage internal technical support requests.
- Communicate and follow up on Judiciary Help Desk requests.
- Provide training to staff on IT related issues.
- Serve as project manager for all technology related projects.
- Set civil and domestic court events within Calendar Management established procedures and differentiated case management plans.
- Assist with the preparation of Master and Hybrid Calendars in Excel.
- Handle general information requests.
- Respond to requests for postponement information and case specific information requests.

### **Knowledge, Skills and Abilities:**

- Facility with Windows based applications with an emphasis on Excel. Knowledge of UCS, a DOS-based program is preferred.
- Ability to troubleshoot and manage network, hardware and software issues.
- Ability to manage complex technical projects from planning stages to completion.
- Understanding of State and County court structure is preferred.
- Interpersonal, communication skills and conflict resolution skills.
- Comfort with multi-tasking and working under time constraints.
- Accuracy and attention to detail are required.

**Experience:** Two years working in a technology oversight/support field. Experience in judiciary environment preferred.

**Education:** Bachelor's Degree, preferably in Information Technology, Criminal Justice or related legal field.

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**Due to the need to move files, it is required that the incumbent be able to lift 20 pounds and push a file cart.**

**Please submit a resume, salary history and references (e-mail preferred) stating the position title by 4:30 pm on the first review date to:**

Jennifer Keiser, Esq.  
Circuit Court for Howard County  
8360 Court Avenue  
Ellicott City, MD 21043  
Jennifer.Keiser@mdcourts.gov

**The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.**